

Waiver of Training Policy

Office of Accountability:	Postgraduate Medical Education Office
Office of Administrative Responsibility:	Postgraduate Medical Education Office

Definitions

Leave of Absence	A period of time during which a resident is absent from their clinical and academic duties. Types of leave include, but are not limited to: <ul style="list-style-type: none">• Sick leave• Maternity/Parental Leave• Unpaid leave
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Overview

The Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) expect all residents to successfully achieve the goals and objectives of their residency program and complete the full length of their training.

It is understood that residents may require a leave of absence from training (due to illness, parental leave, personal reasons, etc.). Although it is expected that any time lost during a leave of absence will be made up upon the resident's return, in some circumstances a reduction in training time (waiver of training) may be permitted upon approval from the discipline Program Director and the Associate Dean, PGME.

Purpose

To provide guidance to Program Directors and residents when exploring, applying for, and granting a waiver of training.

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Scope

Residents completing non-competence by design residency programs at Memorial University.

Waivers of training are not permitted for residents completing a residency program that has transitioned to competence by design (RCPSC programs) or the Triple C competency-based curriculum (Family Medicine).

Policy

1.0 General Provisions

- 1.1 The PGME office allows a waiver of training following a leave of absence in accordance with the maximum time for a waiver as outlined in Schedule A.
- 1.2 Granting a waiver of training after a leave of absence is considered to be the exception rather than the standard procedure. Programs and residents must not assume that a waiver will be approved and should plan their final year of training and completion date accordingly.
- 1.3 Waivers of training are not permitted for failed rotations or delayed start dates.
- 1.4 A waiver of training can only be granted by the Associate Dean, PGME, on the recommendation of the resident's Program Director.
- 1.5 A waiver of training can only be considered for residents in their final year of training.
- 1.6 The RCPSC must be notified that a waiver of training has been granted if the resident wishes to maintain their residency eligibility for certification.
- 1.7 A decision to grant a waiver of training cannot be granted after the resident has taken the certification examinations.
- 1.8 A decision not to grant a waiver of training cannot be appealed.

2.0 Resident Eligibility for a Waiver of Training

- 2.1 Each residency program will determine whether to permit a waiver of training following a leave of absence.

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- 2.2 A resident can only be granted a waiver of training if they have met all training and educational requirements of their residency program, and will have achieved the required level of competence for their program by the end of their final year of training.
- 2.3 Residents who have failed rotations and/or completed additional/remedial/probationary training, for any reason, are not eligible to request a waiver of training.
- 2.4 Each residency program can put in place specific guidelines outlining how a resident's performance will be evaluated to determine whether they qualify for a waiver of training.
- 2.5 When considering a waiver of training, the Program Director should take into account the following information regarding a resident's performance:
 - 2.5.1 Rotation evaluations;
 - 2.5.2 Objective evaluations (e.g. written exams);
 - 2.5.3 Completed additional training, remediation, or probation;
 - 2.5.4 An interruption in residency training including suspension;
 - 2.5.5 Inconsistent attendance at academic activities;
 - 2.5.6 Any concerns regarding the academic, professional, behavioural, and ethical performance of the resident.

Procedure

- A.0 In the beginning of their final year of training, a resident may request a waiver of training to their Program Director.
- B.0 If the residency program approves of the request, the Program Director writes a letter of support and completes the Application for a Waiver of Training Following a Leave of Absence Form (Appendix A). The form, letter of support, and all other supplementary documentation must be submitted to the PGME office **no later than March 1**.
 - B.1. The letter of support should include:

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- B.1.1. A description of the resident's performance based on the CanMEDS competencies;
 - B.1.2. A summary of the information used to base the recommendation (e.g. In-training Evaluation Reports, national in-training examinations, Objective Structured Clinical Examinations, etc.);
 - B.1.3. any other information that demonstrates the requirement of resident competency.
- C.0 The Associate Dean, PGME, reviews the request and if approved, writes a letter of support to the credentials unit of the RCPSC.

Related Documents

A number of important documents govern leaves and their impact on certification exam eligibility. This policy is not intended to supersede these documents, but will serve to assist Program Directors in their interpretation and application.

[Professional Association of Residents of Newfoundland and Labrador \(PARNL\) Collective Agreement](#). The PARNL agreement outlines the employment relationship between residents and Eastern Health. This agreement establishes entitlements relating to pregnancy and parental leaves, sick leave, vacation, and professional leave.

[Royal College of Physicians and Surgeons of Canada \(RCPSC\) and the Collège des médecins du Québec \(CMQ\) Joint Policy on Waiver of Training After a Leave of Absence from Residency](#).

Schedule A

Maximum Allowable Times for Waivers

Length of Program	Maximum Allowable Waive Time
One year program	no waiver allowed
Less than one year for remediation or enhanced skills	no waiver allowed
2 year program (excluding Family Medicine)	up to 6 Weeks
3 year program	up to 6 Weeks
4 year program	up to 3 Months
5 year program	up to 3 Months
6 Year Program	up to 3 Months

In Internal Medicine and Pediatrics, where residents are undertaking three years of training with an Internal Medicine or Pediatrics Program Director, a maximum of six weeks may be waived for these three years of training. Subsequently, a maximum of six weeks of training may be waived in the following 2 years of training under the subspecialty Program Director.

*Please review the [RCPC and CMQ Joint Policy on Waiver of Training After a Leave of Absence from Residency](#) for more detailed information.

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APPENDIX A

Application for a Waiver of Training Following a Leave of Absence

To be completed by the Program Director

Name of resident: _____ Residency program: _____

Start date of resident in the program: _____

Anticipated completion date for resident (in the absence of the waiver of training): _____

Current year (PGY level) of resident in the program: _____

Dates of leave: Date commencing leave: _____

 Date of return to service: _____

 Total duration of leave (months): _____

Reason(s) for Leave:

Has this resident ever failed a rotation: Yes No

Has this resident ever required a period of additional training, remediation or probation: Yes No

Date of certification examinations: _____

I, (Program Director) _____, on behalf of the Residency Program Committee, consider this resident to have successfully completed all competencies set out by the RCPSC and recommend that _____ (months or weeks) of their residency training be waived.

New proposed program end-date: _____

Program Director signature: _____

Associate Dean, PGME, signature: _____ Date: _____

In addition to this form, please include a letter of support including the information on which you have based this recommendation (e.g. ITERs, national in-training examinations, OSCEs, etc.). Your summary should describe the resident's performance based on the CanMEDS competencies. You may include copies of any relevant documents. Please also provide any other information that you feel makes this resident's application for a waiver of training satisfy the requirement of competency. Please return this form and all supplementary documentation to the PGME office.